

ARTICLE I – NAME

The name of this committee shall be the Matthews Police Advisory Committee (MPAC).

ARTICLE II – MISSION STATEMENT

The Matthews Police Advisory Committee represents the Matthews community and acts as advisors to the Police Department as it relates to police-community relations, planning, police training, programming and public education. The Committee will promote public safety and act as a liaison between the community and the police department while promoting community awareness, understanding and involvement of police programs and services.

ARTICLE III – ROLE OF THE ADVISORY COMMITTEE

The duties of the Committee shall include, but not be limited to, advising and making recommendations regarding issues concerning public safety and police services within the Town, such as:

- Enhancement of police-community relations;
- Community perspective and recommendations concerning procedures, programs, use of technology and the effectiveness of police service;
- Promote public awareness of the Town's police services and programs including business and residential community safety, crime prevention and general police activities;
- Hold meetings to solicit public input regarding police services and programs;
- Serve as a liaison between the Police Department and the Community;
- Review significant community issues and make recommendations regarding potential resolutions;
- Assist in community outreach efforts;
- Encourage individuals and community groups to assist the Police Department in the implementation of police programs and services;
- Review Police Department proposed annual budget request;
- Review and make recommendations concerning other matters as may be referred to the Committee, from time to time, via the Chief of Police.

Committee members are expected to:

- Listen carefully to community opinions, attitudes, needs and discuss these with the Police Chief;
- Study programs and services, analyzing problems and needs;
- Offer new proposals and recommend changes in programs, policies and standards.

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- Assist in providing community members with information about police department policies and programs.

ARTICLE IV – AUTHORITY

The Committee relies upon the authority of the Chief of Police in performance of an advisory role. Recommendations made by the Committee are not binding on the Chief of Police, Town Manager, Mayor or Town Council. The Chief of Police answers to the Town Manager and is held accountable to the Town Council and community in general for the operation of the police department.

The Committee will not receive or review complaints initiated against police personnel and shall have no authority to investigate or otherwise participate in personnel matters involving specific police personnel. The Committee will not play a role in civil or criminal litigation.

ARTICLE V – APPOINTMENTS AND TERMS

The MPAC shall consist of nine (9) members who have been duly appointed by the Chief of the Matthews Police Department. The terms, described as follows, shall begin the calendar year of 2022. Members shall be appointed to two (2) year terms beginning on August 18, 2022.

Members may serve up to but no more than a total of three (3) consecutive terms. It is the intent of the MPAC to include members from all cultures and backgrounds. A membership diversity of race, religion, ethnicity, socioeconomic status, sexual orientation, age, physical ability, national origin, cultural identification, and family structure is desired.

If a vacancy on the MPAC occurs by reason of death, resignation, or any other cause, the seat shall be filled, upon recommendation of the MPAC Chairperson, by the Chief of Police in an expeditious manner for the duration of the unexpired term.

ARTICLE VI – OFFICERS AND STAFF

Section 1 – Officers: the officers of the MPAC shall consist of a Chairperson, a Vice Chairperson, and a Secretary. Elections shall be held annually.

Section 2 – Chairperson: a Chairperson shall be elected by a majority vote cast by the members of the MPAC. The term as Chairperson shall be for one year and until a successor is elected, beginning with the first regular meeting of each fiscal year. The Chairperson shall be eligible for re-election.

The Chairperson (unless absent or excused), shall chair each meeting of the MPAC and shall be a full voting member. The Chairperson shall decide upon all points of order and procedure unless otherwise directed by a majority of the MPAC in session at the time. The Chairperson shall represent the MPAC when called upon by the Chief of Police.

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Section 3 – Vice-Chairperson: a Vice-Chairperson shall be elected from among the MPAC members in the same manner and for the same term as the Chairperson. The Vice-Chairperson shall serve as Acting Chairperson in the absence of the Chairperson and in such capacity, shall have the same powers and duties as the Chairperson. The Vice-Chairperson shall be eligible for re-election.

Section 4 – Secretary: a Secretary shall be elected from among the MPAC members in the same manner and for the same term as the Vice-Chairperson. The Secretary shall be eligible for re-election.

Section 5 – Committee Members: Any Committee Member that is appointed and holds active membership on the MPAC during the annual election period, shall be eligible to run for any elected officer position.

Section 6 – Staff: a staff member of the Matthews Police Department will serve as liaison to the MPAC. The staff liaison is considered a non-voting position and serves as staff to the MPAC.

ARTICLE VII - MEETINGS

Section 1 – Open Meetings Law: the MPAC shall be considered a “public body” and is subject to all rules and regulations for public bodies contained in North Carolina’s Open Meetings Law.

Section 2 – Regular Meetings: the regular meetings of the MPAC shall be held on an established and announced schedule with the general intent to hold a quarterly meeting, held at an appropriately accessible venue. All meetings shall be open to the public. Notice of meetings with information on agenda items shall be supplied before each meeting to all members. The Chairperson shall have the discretion to add or forego certain quarterly meetings when necessary and meetings may be cancelled with written notice to the Chief of Police if there is no business to conduct.

Section 3 – Special or Called Meetings: special meetings of the MPAC may be called at any time for the purpose of addressing urgent matters, the delay of which could prove detrimental to the success of the issue. Notice of the time and place of a called meeting shall be given to all members and the media at least forty-eight (48) hours prior to the meeting by the Chairperson. The Chairperson will attempt to contact each member of the MPAC as soon as possible after a special or called meeting is set.

Section 4 – Quorum: a quorum of the MPAC shall be required to open any meeting and to conduct business. A quorum shall be defined as a simple majority of the currently appointed members and is necessary to take any official action.

ARTICLE VIII – ATTENDANCE

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In order for the MPAC to successfully carry out its duties and responsibilities, it is necessary for all members to attend the meetings. Any member who shall fail to attend 75% of the regular and special meetings of the MPAC during any one-year (1) period may be removed at the discretion of the Chief of Police. The Chairperson shall notify the Chief of Police of any member who shall so fail to attend. The vacancy can be filled, upon the recommendation of the Chairperson, by the Chief of Police.

ARTICLE IX – RULES OF CONDUCT FOR MEMBERS

In order to avoid the appearance of a conflict of interest, members of the committee shall refrain from voting on issues that have a direct and narrow fiduciary effect on an organization by whom they are employed or for whom they serve as a director. Members of the committee shall be prohibited from applying for or receiving grants from the town as individuals.

ARTICLE X – VOTING, ORDER OF BUSINESS

Section 1 – Voting: voting, at the discretion of the Chairperson, shall be by voice or a show of hands. All matters to be voted on by the MPAC shall be by a duly made motion and second. It is the duty of all MPAC members present at a meeting to vote on all issues coming before the MPAC unless such member has been specifically excused from voting on an issue. Any non-excused member who abstains from voting shall be counted as having cast a “yes” vote.

Section 2 - Conduct of Meetings: all meetings shall be open to the public. The order of business at meetings shall generally be as follows:

- a) Open Meeting & Declare a Quorum
- b) Approval of Minutes
- c) Old Business
- d) New Business
- e) Adjournment

The Chairperson shall have the authority to amend the order of business at any meeting. Items of business for discussion at the meeting shall appear on the agenda.

ARTICLE XI – ADOPTION AND AMENDMENTS

These bylaws are adopted by the Chief of Police and shall at all times be consistent with all other ordinances of the Town of Matthews and laws of the State of North Carolina. These bylaws may be amended by the Chief of Police.

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